

Appendix E.

Student CBE Experiences Survey

Administration Instructions

Script

Please read the following introduction language to consented students:

[Note: Schools/districts, please insert information here to briefly explain the purpose of the survey]. In a few minutes, you will be invited to take an online survey. The survey will ask you for your opinions about your school, classes, schoolwork, and yourselves. There are no right or wrong answers to these questions. The survey is only asking for your thoughts and opinions. [Schools/districts: We recommend that you keep student survey responses confidential.] This survey is completely confidential, and your responses will not be shared with your teachers or parents or used by anyone except the [school/district] research team. The survey is not timed, so work at your own pace. This survey is voluntary; if you do not want to answer a question, you may skip it. Your answers to this survey are important, so you are encouraged to answer as many questions as you can. [Include if using an online platform with a Submit button.] Very important last step: Make sure that you click Submit when you have finished filling out the survey. Any questions before we get started?

Troubleshooting

Please refer to the following troubleshooting questions:

Potential Student Questions or Issues	How Teachers/Staff Could Respond
A student asks you what a question means	Ask students to read the question again. This often solves the problem. If they still do not understand, ask them to make their “best guess” and reassure them that there is no wrong answer.
A student is having difficulty reading the survey questions because of low literacy or because his or her primary language is not English	Staff should not explain or define terms or questions. Staff should simply prompt students to answer based on what they think a question or term means. Staff also can tell students to skip any questions that they do not understand. If a student needs a survey item translated into their native language, you may offer a bilingual dictionary (if available) or translate survey items for students (if able). While staff are assisting students, they should make sure that students can assign their answers privately (staff should not be able to view students’ answer selections).
A student seems really uncomfortable or refuses to answer the survey	Remind students that this is not a test and that their answers are confidential. If they truly do not want to complete the survey, instruct students to select “No” on the first page of the survey, and be sure to “Submit Survey.”
A student is telling another student how to answer	Remind students that everyone’s survey is private and each person needs to give his or her own answers.
A student is absent on the day you administer the survey	Please make a note that the student is absent and did not take the survey so that he/she can complete the survey at a later time.
Some students finish before others	Plan to have an activity for students who finish early.
Some students do not finish in the allotted time	If possible, it is preferable that students complete the survey in one sitting. If it is not possible for students to complete the survey in the allotted class time, please allow them to finish in another location during another administration of the survey or during a free-time period later, depending on staff or computer availability.
After the survey is completed, students want to tell others how they answered certain questions	Discourage students from discussing their answers with others, and remind them that their answers are private.

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